

## **City of Torrance – Torrance Art Museum (TAM)**

**Title:** Information Desk Greeter  
**Location:** Torrance Art Museum  
3320 Torrance Blvd., Torrance, CA 90503

### **Position Overview and Impact:**

The Museum encourages all people to develop and increase their understanding and appreciation for modern and contemporary artwork through a variety of exhibitions offered in its two gallery spaces, as well as educational programs, artist talks, lectures, and symposia.

Through its emphasis on contemporary artistic expression in Southern California and globally, the Torrance Art Museum brings together visual artists and community members; fosters personal and civic well being by inspiring understanding and appreciation of the visual arts; promotes meaningful experiences in the arts to strengthen creative and critical thinking skills; and builds bridges between the visual arts and other disciplines in the humanities and sciences

This Information Desk Greeter will be the first point of contact for museum visitors and will provide a vital link between the public and museum staff.

### **Key Responsibilities:**

- Provides reception support to the museum and interacts with visitors of all ages.
- Provide information to the public about all aspects of TAM—its exhibitions, activities and services.
- Tracks number of museum visitors.
- Solicits and maintains contact information for the museum mailing list.
- Provides answers to phone inquiries or directs phone calls to appropriate staff.
- Ensures that visitors adhere to museum policies.

### **Requirements:**

- Must enjoy working with the public.
- Must possess superior interpersonal and communication skills.
- Must be a team player that will present a friendly and professional image to the public.
- Must be 18 years of age or older.
- Must pass a fingerprint background check.

**Training and Support:**

The Volunteer Coordinator will orient new volunteers to the museum facility and will also present the information contained in the volunteer handbook. First-time volunteers are assigned to shadow veteran volunteers to learn their duties. Staff will provide support for problem-solving.

**Time Commitment:**

Minimum of six hours a month during exhibitions, and a six-month initial commitment is desired. TAM hours are Tuesday – Saturday, 11:00 am – 5:00 pm. Closed Sunday, Monday and all major holidays.

**Benefits of Volunteering:**

Volunteering at the TAM provides you with the opportunity to meet artists and curators prior to the opening of an event. You will also have the opportunity to participate in opening receptions and museum artist talks and other special events. You will become an advocate of the Arts in the Torrance Community.

**Contact Person(s):**

- Regina Taylor, TAM Volunteer Coordinator (310) 781-7163
- Janene Ferguson, Cultural Arts Supervisor (310) 618-2326

**Selection Process:**

Apply online at <https://www.volgistics.com/ex/portal.dll/ap?AP=671916624>, select Information Desk Greeter as your assignment preference. Please provide specific information regarding your skills and experience in the application form.